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ABSTRACT

A project was conducted to accomplish the following: (1) to enhance the existing career resources in the career center at Northside Junior High School (Virginia) by purchasing computer programs appropriate for all segments of the middle school population; (2) to make the career center resources available to regional school systems or other visiting school systems for the examination and evaluation of materials, for inservice programs, and for assistance in program design; and (3) to evaluate the computer programs through counselor and student usage and to share the evaluations with interested educators across the state. During the project, the program administrators planned to purchase computer software appropriate for middle school students, to have counselors and students review the software, and to make the software and other career resources available to interested educators. As a result, 23 software programs, 5 sets of printed materials, and 2 videotapes were purchased, and 80 percent of the purchases were reviewed. Since the project was completed, one school system has visited the center, and two Virginia systems and two out-of-state systems have requested information. State conference workshops will be held in the career centers at a high school and a junior high, and evaluation of the software will continue. Recommendations were made to establish additional regional centers. (This project report includes the software evaluation form and a software catalog listing program names, descriptions, computer specifications, user levels, costs, sources, and source addresses.) (KC)

ED287039

FINAL REPORT

IMPROVING VOCATIONAL GUIDANCE AND COUNSELING FOR MIDDLE SCHOOL STUDENTS BY ESTABLISHING A REGIONAL MIDDLE SCHOOL RESOURCE CENTER FOR SOUTHWEST VIRGINIA

VOCATIONAL GUIDANCE AND COUNSELING PROJECT - EXEMPLARY

VA -87-I-II3-GC-001

Conducted Under
Vocational Educational Amendments of 1976
Public Law 94-482

Gary L. Kelly
Roanoke County Public Schools
526 College Avenue
Salem, VA 24153

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TABLE OF CONTENTS

ABSTRACT..... i

PROJECT NARRATIVE..... 1

APPENDICES..... 7

Letter counselors in Study Group VI..... 8

Software Evaluation Form-Counselors, Teachers, etc.. 9

Software Evaluation Form-Students..... 11

Copy of Brochure..... 12

List,"New Resources for Northside Junior High School Regional Career Resource Center"..... 13

BALANCE SHEET..... 45

FINAL REPORT

TITLE OF PROJECT: IMPROVING VOCATIONAL GUIDANCE AND COUNSELING FOR MIDDLE SCHOOL STUDENTS BY ESTABLISHING A REGIONAL MIDDLE SCHOOL RESOURCE CENTER FOR SOUTHWEST VIRGINIA

FUNDING PERIOD: August 1, 1986 to June 30, 1987

OBJECTIVES OF THE PROJECT:

1. To enhance the existing career resources in the career center at Northside Junior High School by purchasing computer programs appropriate for all segments of the middle school population.
2. To make the career center resources available to regional school systems or other visiting school systems for the examination and evaluation of materials, in-service programs and for assistance in program design.
3. To evaluate the computer programs through counselor and student usage and to share the evaluations with interested educators across the state.

PROCEDURES OF THE IMPLEMENTATION:

1. Purchase career software appropriate for middle school students.
2. Counselors and students review and evaluate the software.
3. Make software and other career resources available to interested educators.

RESULTS:

Twenty-three software programs, five sets of printed materials and two video tapes were purchased. Through career center and inservice counselors and students have previewed and evaluated 80% of the purchases.

EVALUATION:

One school system has visited the center. Two Virginia systems and two out-of-state systems have requested information. State Conference workshops will be held in the career centers at Northside High School and Northside Junior High School. Evaluation of the software will continue.

CONCLUSIONS AND RECOMMENDATIONS:

Based on the response to educators across the state, Regional Career Centers are a needed resource in the developing and updating of local career centers. We recommend the establishment of additional regional centers and that funds necessary for future maintenance be made available.

PROJECT NARRATIVE

PROJECT TITLE: IMPROVING VOCATIONAL GUIDANCE AND COUNSELING FOR MIDDLE SCHOOL STUDENTS BY ESTABLISHING A REGIONAL MIDDLE SCHOOL RESOURCE CENTER FOR SOUTHWEST VIRGINIA

STATEMENT OF THE PROBLEM:

Roanoke County School System has had a comprehensive, curriculum-infused career education program since the early seventies. The guidance services personnel have collaborated with the instructional staff(including handicapped and gifted) in developing career education experiences and activities for all students. As of this summer, these activities have been incorporated into the Standards of Learning Guidebooks for all subject areas.

Through a number of grants from Career Education and Vocational Guidance Funds, career centers have been operational for a number of years in our four high schools, five junior high schools, the alternative school and at the vocational center. The career centers are an integral part of the guidance and counseling program and they also serve as a resource to all teachers and students. Information about occupations, careers, training opportunities and further education is provided in printed form through an organized access system. Through Vocational Guidance grants in 1984 and 1985, microcomputers were installed in the secondary schools. In September 1986, the school system, under the auspices of the Roanoke Valley Career Education Consortium, purchased an IBM-XT microcomputer and printer and a comprehensive career information program, DISCOVER, for each career center.

The microcomputers proved to be a needed and beneficial addition to the career centers. Students were motivated to use independent self-assessment inventories and to explore job and educational requirements for a greater number of careers than could have been expected had printed resources been the sole

reference source. The microcomputer printer provided specific and personal feedback in a form that the student could use for class reporting, further exploration and for communicating with parents.

The introduction of the microcomputers also created an interest in the software market for guidance and counseling. Roanoke County Schools sponsored a class, EVALUATION OF GUIDANCE AND COUNSELING SOFTWARE, through University of Virginia for administrators and counselors in the Spring of 1986.

The problem encountered in our program is the selection of computer software. In implementing our vocational grants for 1985 and 1986, the evaluation of suitable software for selected schools evidenced the following problems:

1. the recent proliferation of career software
2. the necessity of ordering for preview on a purchase order
3. the varied quality of program content
4. the lack of user interaction in some programs
5. the length of time to complete some programs
6. errors in textual content of programs and in user manuals
7. program suitability for grade-levels and special populations
8. the amount of counselor time necessary to evaluate and student test the programs
9. limited budget for purchasing new material.

From participation in the presentations at the Project Directors meetings and from discussions with educators from various school districts the writer feels the problem is shared throughout the Commonwealth.

To help alleviate the problem, Roanoke County Schools proposed to establish a regional middle school career resource center at Northside Junior High School. The regional center would

house a number of career resource materials including a large selection of appropriate software for previewing by interested educators in southwestern Virginia. The center would provide an expedient, efficient, and time-saving method of selecting the most accurate and applicable information necessary for students to made informed career decisions and curriculum choices.

PROJECT OBJECTIVES:

Objective 1 - To enhance the existing career resources in the career center at Northside Junior High School by purchasing computer programs appropriate for all segments of the middle school population.

Objective 2 To make the career center resources available to regional school systems or other visiting school systems for the examination and evaluation of materials, in-service programs and for assistance in program design.

Objective 3 To evaluate the computer programs through counselor and student usage and to share the evaluations with interested educators across the state.

PROCEDURES OF IMPLEMENTATION:

1. Project Design -

   Step 1. Purchase computer software appropriate for middle school students in the following areas with attention to selections for special needs and gifted and talented.

   a. Career information
   b. Self-assessment
   c. Curriculum planning
   d. Time management
   e. Study skills
   f. Vocational planning
   g. College planning

   Step 2. Throughout the school year counselors will evaluate the programs through Career Counseling meetings, in-service meeting and inschool activities. Students using the programs will also give an evaluation. Locally prepared evaluation forms will be designed.

1. Project Design (continued)

Step 3. The computer programs will be added to the existing resources in the career center at Northside Junior High School. A descriptive brouchure of the resources and services available in the career center will be sent to guidance personnel in the Region Study Group No. VI.

Step 4. Counselors, career center assistants and administrators at Northside Junior High School will meet to plan for scheduling and managing the Regional Career Resource Center.

Step 5. The data will be compiled and distributed at the Project Directors Meeting and will also be available to users of the Regional Career Resource Center.

Step 6. School systems across the State will be made aware of the service through the Project Directors Meeting.

2. Target Population -

1. Middle School counselors or teachers in school systems in Region Study Group No. VI.

2. Visiting school personnel from other regions.

3. Results -

Twenty-three software programs, five sets of printed material and two video tapes were purchased. Through career center usage and inservice programs, counselors and students have previewed and evaluated 80% of the purchases. The evaluation is continuing. Four inservice programs for counselors have been held and vocational instructors are currently involved in examining the possibilities for infusing the new material into the classroom.

Since May, when the availability of the center was announced, one school system has sent personnel to visit, two school systems have called for information. Additionally, we have received requests from a private school in Connecticut and a public school in Arizona for career center information. Plans are being made to host several workshop programs in the

3. Results - (Continued)

Northside Junior High School Regional Resource Center as part of the State Career Education Conference in August 1987.

Two problems encountered in meeting the objectives of the grant were:

1. The billing system of a vendor had a lag of three months. A letter and four telephone calls to California secured an invoice which did not arrive in time for the funding deadline. Consequently, Roanoke County could not expend the full dollar amount of the grant.

2. Full evaluation of the software could not be fully completed due to a time factor. With rare exception, each program takes the equivalent of a class period or longer to run. There were twenty-three software packages and a number of these contained more than one program. We felt that more than one evaluation from counselors, teachers and students were needed for a fair assessment. The on-site coordinator previewed each package for operation and technical aspects and to determine if content was contrary to counselor ethics.

4. Evaluation -

Based on the results and plans to continue the project, the project was successful and will be a useful resource for local and area school systems.

5. Conclusion -

Current literature and the experiences of counselors across Virginia agree that career centers are an integral part of career education. The information contained in the center must be current and up-to-date. Limited budgets necessitates getting the best buy for the dollar; yet, the problems mentioned in the beginning of this report exist. Add to that the lack(and possibly the waste) of counselor time in evaluating the plethora of available software and the result is our current dilemma.

If several regional career centers could be established and funds made available as they were in this grant, then the compiled evaluations and accessible resources would greatly enhance the likelyhood of stocking the most useful and suitable resources for our students.

5. Conclusion - (Continued)

Roanoke County Schools has submitted a grant proposal to continue the objectives of this grant. The Regional Career Resource Center and the counseling staff are prepared to serve as a resource for interested educators throughout the Commonwealth.

APPENDICES

Arnold R. Burton Vocational-Technical School
1760 BOULEVARD SALEM, VIRGINIA 24153
TELEPHONE 344-4643

July 13, 1987

Dear Counselor:

Last year Roanoke County Public Schools was the recipient of a vocational guidance grant to establish a regional career resource center at Northside Junior High School. The objectives of the grant were:

1. To purchase and evaluate current career education software and
2. to share our career center with counselors and educators in Region Study Group VI.

In addition to the materials previously in the career center, we have purchased twenty-three computer programs, some new printed materials and several videos. We are continuing to evaluate them.

If you are in the process of setting up or improving your career center, you are welcome to visit with us at Northside High School and/or Northside Junior High School.

If you are planning to purchase software, you may visit to preview the programs or call us about any questions you have. We will send you a descriptive list of what is available if you are interested.

The enclosed brochure lists the contacts for arranging a visit. You may write me to request a listing at A. R. Burton Voc-Tech.

We look forware to sharing our resources with you.

Our best wishes for the coming school year.

Sincerely,

Barbara D. Page
Career Counseling Coord.
Roanoke County Schools

SOFTWARE EVALUATION

Please check

☐ Teacher ☐ Career Center Assistant ☐ Other

☐ Counselor ☐ Parent

Program Name _____

1. Check Program Use(s)

___ problem solving ___ work values

___ study skills ___ financial aid

___ career exploration ___ occupational information

___ self analysis ___ college selection

___ personality assessment ___ employability skills

2. Instructional Use(s)

___ Individual use

___ Small group

3. Ability Level

___ Junior High ___ Above Average Student

___ Senior High ___ Average Student

___ Low Reading Level

4. Contents

___ Up-to-date information

___ Will be quickly out of date

___ Does not contain variable date

5. User Orientation: Instructor's Point of View

LOW				HIGH	
1	2	3	4	5	flexibility
1	2	3	4	5	freedom from need to intervene or assist
1	2	3	4	5	documentation (printed guide)
1	2	3	4	5	documentation (within program)

OVER →

6. User Orientation: Student's Point of View

LOW				HIGH	
1	2	3	4	5	quality of directions (clarity)
1	2	3	4	5	quality of output (content and tone)
1	2	3	4	5	quality of screen output
1	2	3	4	5	freedom from need for external information
1	2	3	4	5	freedom from disruption by system errors
1	2	3	4	5	simplicity of user input
1	2	3	4	5	interest
1	2	3	4	5	time required to complete
1	2	3	4	5	degree of interaction

7. Is the program suitable for curriculum infusion or supplementation? ☐ Yes ☐ No

8. Is the program compatible with other Career Center materials? ☐ Yes ☐ No

9. Are the sound effects distracting for Career Center use? ☐ Yes ☐ No

10. Is the program free from bias? ☐ Yes ☐ No
Moral issues? ☐ Yes ☐ No
Value judgements? ☐ Yes ☐ No

11 Do the contents or any required data violate confidentiality or counselor/teacher ethics? ☐ Yes ☐ No

12 Would you recommend the purchase of this program for other Career Centers?
☐ Yes ☐ No

Comments -

STUDENT

SOFTWARE EVALUATION

Your school has been selected to help us decide which programs should be purchased for the Career Centers in other schools.

Please help us make good choices by completing this evaluation, check your answer in the blocks. Share any other thoughts you have in the comment section at the bottom of the page.

Program Name _____

1. Have you used a computer before? ☐ Yes ☐ No
2. How do you rate the program? ☐ Very Useful ☐ Useful ☐ Not Useful
3. How easy was the program to use? ☐ Very Easy ☐ Somewhat Easy ☐ Difficult
4. Were the instructions clear? ☐ Yes ☐ No
5. What amount of reading was required? ☐ About Right ☐ Too Much
6. Was the program easy to enter and exit? ☐ Yes ☐ No
7. Was the screen easy to read? ☐ Yes ☐ No
8. Did you need assistance? ☐ No ☐ Yes, to get started ☐ Yes, to operate
9. Could you finish in a class period? ☐ Yes ☐ No
10. Rate the printed output - ☐ None ☐ Very Useful ☐ Useful ☐ Not Useful
11. Did the program ask for any information that you thought was too personal? ☐ Yes ☐ No
12. Is it a suitable program for your grade level? ☐ Yes ☐ No
13. How interesting was the program? ☐ Very Interesting ☐ Interesting ☐ Not Interesting
14. Would you recommend it to a friend? ☐ Yes ☐ No

Comments -

_____

_____

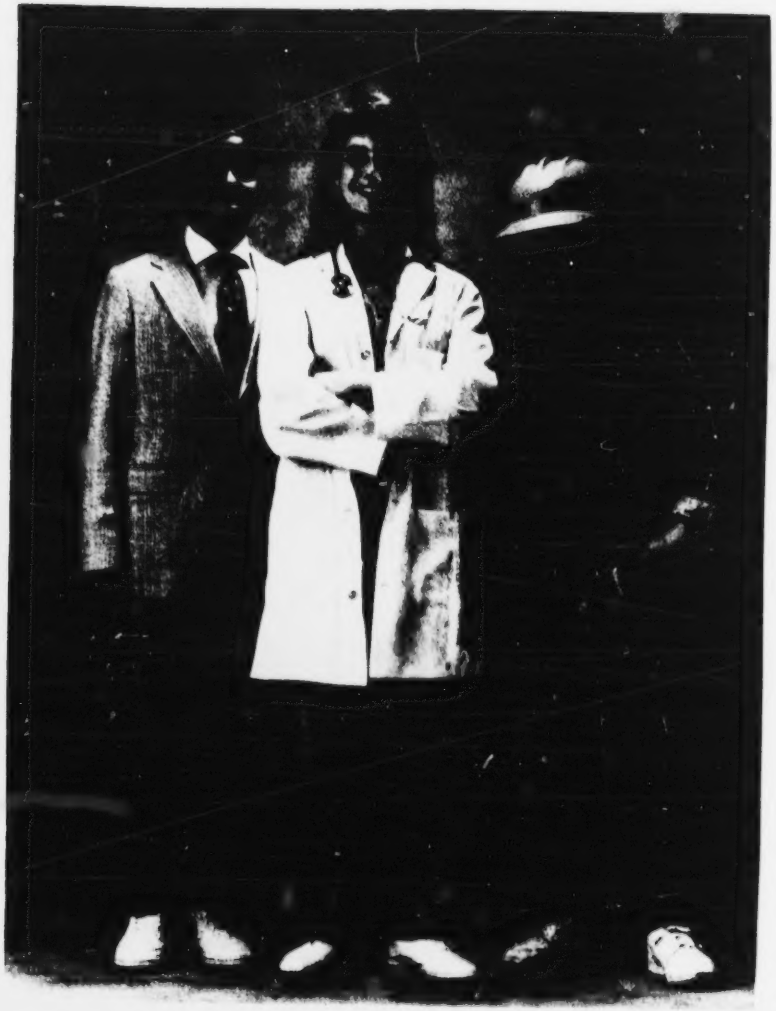
_____

_____

_____

_____

_____



COME EXPLORE WITH US!

You're Invited

NORTHSIDE JR HIGH SCHOOL

REGIONAL CAREER CENTER

Announcing...

- New Software Programs
- Computer Guidance System
- Printed Material
- Career Education Plans
- Career Education Activities
- Infusion Techniques
- Software Evaluation
- Curriculum Planners
- Career Games

COME VISIT WITH US

STAFF

NORTHSIDE JR HIGH SCHOOL

SUE BREWER..GUIDANCE COORDINATOR
ANN JOURNELL..CAREER COUNSELOR
CAROL BRECHEISEN..CAREER CENTER MGR.

NORTHSIDE SR HIGH SCHOOL

ESTHER JOHNSON..GUIDANCE COORDINATOR
REBECCA HOUCHINS..CAREER COUNSELOR
LINDA CURD..CAREER CENTER MGR.

TO SCHEDULE A VISIT

CALL.....

GARY KELLY, SUPERVISOR OF GUIDANCE
(703) 387-6417
BARBARA PAGE, CAREER COUNSELING COORD.
(703) 345-3003 OR 342-6084

NEW RESOURCES FOR

NORTHSIDE JUNIOR HIGH SCHOOL REGIONAL CAREER CENTER

PURCHASED WITH FUNDS FROM

VOCATIONAL GUIDANCE GRANT

1986 - 1987

CONTENTS

I	CAREER CENTER MANAGEMENT	1
II	CAREER RELATED RESOURCES	2
III	EMPLOYABILITY	14
IV	STUDY SKILLS	17
V	PRINTED MATERIALS	24
VI	MICROSOFTWARE DIRECTORY	28
VII	VIDEO MATERIALS	29
VIII	VENDOR ADDRESSES	31

PROGRAM NAME:

Newsroom

DESCRIPTION:

This program allows you to regularly distribute an attractive guidance newspaper informing your students of new job availabilities, visiting recruiters, guidance services, deadlines, resources, workshops, programs, and anything else newsworthy. This highly interactive package allows you to raise your department's visibility and keep students informed of the latest developments. You can quickly and efficiently produce a professional quality publication complete with artwork. In the "copy lab" you can select from up to five fonts to use with the built-in word processor. In the "photolab" you can select from 600 pieces of clip art, combine them, alter them, or create your own pictures. Using the "layout editor", you can position news items, announcements, and artwork as you wish.

COMPUTER SPECIFICATION:

Apple (64K), IBM-PC, Commodore

USER:

Junior and Senior High, Adults

COST:

$49.95

SOURCE:

Jefferson Software

PROGRAM NAME:

Improving Your Self-Concept

DESCRIPTION:

The program is designed to help students develop a positive self-concept by asking them to explore feelings about their friends, school, abilities, family, and ambitions. Following the completion of the program, a recapitulation of the students responses is available.

COMPUTER SPECIFICATIONS:

Apple II

USER:

Jr., Sr. High School

COST:

$54.95

SOURCE:

Microcomputer Educational Programs

PROGRAM NAME:

Be a Winner: Set Your Goals

DESCRIPTION:

The program is designed to help students set personal short-and-long term goals. Students interact with the program to analyze their own abilities, values, and aptitudes.

On completion of the program, a printout is available. Students have tangible proof of their work and a personalized outline of these future plans.

COMPUTER SPECIFICATION:

Apple II

USER:

Reading level grades 5-6.
Interest level grade 9 to adult

COST:

$54.95

SOURCE:

Micro-computer Educational Programs.

PROGRAM NAME:

Blueprint for Decision Making

DESCRIPTION:

This activity uses examples of problems involving peers and parents. They are encouraged to ask for more information and consider consequences of alternate decisions. Also students make up own problems and decide how to handle the situation. Goal is to learn how to make important decisions and approach these choice points with an improved attitude.

COMPUTER SPECIFICATION:

Apple II family

USER:

Reading level - grade 3. Interest level - grades 7 - adult

COST:

$54.95

SOURCE:

Microcomputer Educational Programs

PROGRAM NAME:

Career Directions

DESCRIPTION:

Career Directions provides self and occupational exploratory activities which: 1) develop a profile of career interests an abilities, 2) delineate what specific occupations relate to the profile, and 3) involves the user in developing specific plans to enter the occupation of their choice.

COMPUTER SPECIFICATION:

Apple, TRS-80, IBM-PC, Commodore 64, MS-DOS, IBM Compatible

USER:

Grade 9-12 and Adults

COST:

$89.00

SOURCE:

Jefferson Software

PROGRAM NAME:

Values and Work Ethics

DESCRIPTION:

Focuses on values and their importance to workplace success. Discusses origin and importance of work ethic and associated values; how values guide choice of job, behavior on job. User determines own values which she or he will keep and use for job success.

COMPUTER SPECIFICATION:

APPLE II, III, TRS Model III & IV, IBM-PC, XT, AT

USER:

Secondary Students

COST:

$69.95

SOURCE:

Career Aids, Inc.

PROGRAM NAME:

Choices Jr.

DESCRIPTION:

This program introduces students to the processes of career exploration.

Appealing graphics, color, and sound guide students on a journey of exploration through the Universe of Career CHOICES to their final destination: the World of Work. The program introduces students to the processes of career exploration including the importance of self-assessment, how to use self-awareness to find alternatives in the world of work assessing career options on the basis of personal priorities, and expanding career horizons.

The system is entirely tutorial. Summary printouts are provided so students have a record of their experience to discuss with their teacher, counselor or parents.

COMPUTER SPECIFICATION:

Apple II+, IIe, IBM-PC

USER:

Fifth grade level and beyond, including basic vocational and special ed students at the secondary level.

COST:

$450.00

SOURCE:

Counseling Technologies

PROGRAM NAME:

Career Systems 2000

DESCRIPTION:

Provides detailed information on over 560 careers with the option of a screen or print-out presentation.

Career System 2000 is a computer reference data base of detailed career descriptions. Each of the over 560 occupations in the system gives information on the duties and working conditions of the career(s) selected; physical surroundings, physical demands, aptitudes, temperaments, educational requirements, interests, opportunities, earnings, outlook, where employed, and sources of additional information. Screen and/or print-out presentation. Information can be accessed by title; DOT, SOC, or GOE codes; or cluster category.

COMPUTER SPECIFICATION:

Apple II, II+, and IIe with 48K memory, 1 or 2 disk drives, 3.3 DOS; printer optional.

USER:

Students in grade 7-12 and college, adults.

COST:

$220.00

SOURCE:

Education Associates

PROGRAM NAME:

The Corporation Job Game

DESCRIPTION:

The object of this microcomputer simulation of corporate life is to teach job maintenance. Students learn how to keep their jobs and advance in the organization. They attempt to climb three career ladders within an imaginary company. Rungs in the career ladder represent problems that must be solved and conflicts that must be resolved. Three imaginary characters represent high demand career areas: sales/marketing, data processing/accounting, and engineering/production. Each character has 9 to 12 situations to master. Students will be awarded "powers points" based on their answers and "energy points" that will allow movement up the career ladder.

COMPUTER SPECIFICATION:

Apple II or IIe with 48K and DOS 3.3; TRS-80 Model III with 48K; IBM PC with 48K (disk drive required); IBM PC with 64K

USER:

Junior and Senior High School Students

COST:

$150.00 for four disks with User's Manual plus courseware Exercises

SOURCE:

Career Aids, Inc.

PROGRAM NAME:

Careers of the Future

DESCRIPTION:

A futuristic format introduces the student to the high demand careers that will emerge within the next 50 years.

With the microcomputer program, the student may access more than 200 High Demand Future Careers based on the latest research. This simulation game takes place in the year 2030 in which a computer bank matches a newborn's potential interests, values, and skills from genetic patterns with the perfect future career. Students will explore careers in space, energy, the ocean, robotics, and computer/information.

All five career areas are linked together with unique futuristic challenges. Starship invasions, assembling robots, maze survival, and cryptograms develop an awareness of the vast possibilities for future careers. A typical day in the year 2030 is also explored.

COMPUTER SPECIFICATION:

Apple II family

USER:

High School Students

COST:

$79.00 for 2 disks and manual

SOURCE:

Career Aids, Inc.

PROGRAM NAME:

Learning Activity Packets (LAPS)

DESCRIPTION:

Students discover how various basic academic skills are required and used within an occupational interest area. LAP assesses specific skills such as reading a ruler and using fractions. Proven effective with special needs and potential drop-out students. Low reading level. Each unit consists of 1 Disk and printed reading, math, vocabulary, and some science and chemistry exercises are included in practical, vocational applications.

Automotive
Building Maintenance
Graphic Design
Cosmetology
Custodial
Electronics
Small Engines

Business & Office
Manufacturing
Distribution
Health Care
Construction
Horticulture
Computers

Food Service

COMPUTER SPECIFICATION:

Apple II, IIe or IIc, 48K

USER:

Jr, Sr. High School

COST:

$69.95 per packet or $895.00 complete set.

SOURCE:

Career Aids, Inc.

PROGRAM NAME:

Micro Guide to Careers Series

DESCRIPTION:

These computer programs provide your students with the opportunity to learn about six exciting career areas and the jobs available within each field. The programs are menu driven, and each contains an inventory profile and provides a major career ladder for each interest area. Each Micro Guide program contains a major skills list and provides a job bank with job descriptions. Each program consists of 1 Disk and a 5-page instruction Sheet.

Apple II, IIe or IIc, 48K:

*The Micro Guide to High Tech Careers
The Micro Guide to Counselling/ Teaching Careers
The Micro Guide to Careers in Sales
The Micro Guide to Office Occupations
*The Micro Guide to Self Employment
The Micro Guide to Liberal Arts Careers

TRS-80 Model III or 4, 48K:

The Micro Guide to High Tech Careers
The Micro Guide to Counselling/ Teaching Careers
The Micro Guide to Careers in Sales
The Micro Guide to Office Occupations
The Micro Guide to Self Employment
The Micro Guide to Liberal Arts Careers

IBM PC, 64K:

The Micro Guide to High Tech Careers
The Micro Guide to Counselling/ Teaching Careers
The Micro Guide to Careers in Sales
The Micro Guide to Office Occupations
The Micro Guide to Self Employment
The Micro Guide to Liberal Arts Careers

*Purchased for Career Center

USER:

Jr., Sr. High School

COST:

$49.00 each

SOURCE:

Career Aids, Inc.

PROGRAM NAME:

The Military Career Sort

DESCRIPTION:

The program allows the user to explore military enlistment from a career decision-making viewpoint. Provides a convenient method for students to obtain information on military enlisted occupations in such areas as Business and Clerical; Electrical and Electronics; Health, Social and Technology; and Mechanical & Crafts. Evaluates student chances of entry into one of 134 occupational or training areas based on results of the Armed Services Vocational Aptitude Battery (ASVAB). Also provides student with individual descriptions on any enlisted occupation including information such as duty responsibilities, related high school courses; related civilian occupations arranged according to Worker Trait Groups; annual number of openings; length of training; type of advancement; and chances of qualifying based on ASVAB scores. The Basic Enlistment Facts section provides answers to frequently asked questions about enlistment. Finally, the system allows the student to print out a personalized planning guide.

COMPUTER SPECIFICATION:

Apple-80 column text card and 64K; IBM PC and MS DOS Compatibles - 128K.

USER:

High School

COST:

$99.00

SOURCE:

Jefferson Software

PROGRAM NAME:

Successful Job Interviewing

DESCRIPTION:

Your students can improve their job interviewing skills and better understand the interviewing process using this interactive program. Provides the student with tips on how to plan and implement a successful job interview. Specifically, it teaches students such things as proper dress, importance of being on time for interviews, acceptable behavior during the interview process, questions to expect and questions to ask, as well as the proper follow-up procedure. Interactive program containing creative graphics makes this program fun to use besides being highly educational.

COMPUTER SPECIFICATION:

Apple

USER:

Jr., Sr. High School
Reading level grades 3-4. Interest level grade 9 to adult.

COST:

$54.95

SOURCE:

Jefferson Software

PROGRAM NAME:

The Right Job Application

DESCRIPTION:

This program explores the major components of the job application with the student completing real life applications taken from large and small companies. Major problem areas are identified with suggested solutions-listing type of work, academic level, salary expectations, reasons for leaving previous job, work experience and what to do with illegal questions. Tutorial presentation provides concept feedback. Structured inputs result in actual applications sent to the printer for class study.

COMPUTER SPECIFICATION:

Apple IBM

USER:

Jr., Sr. High School

COST:

$59.00

SOURCE:

Jefferson Software

PROGRAM NAME:

Resume' Processor

DESCRIPTION:

A program to produce professional-looking resumes'.

Choose from two formats: centered headings or left margin headings. Three types of resumes' to customize: functional, structured or combination. Can choose order of topics to appear. Self-instructional. Manual has worksheets for rough drafts, with suggestions for presenting oneself in a positive manner.

COMPUTER SPECIFICATION:

Apple IIe, IIc; IBM Compatible

USER:

High School and adult

COST:

$98.00

SOURCE:

Jefferson Software

PROGRAM NAME:

Study Skills

DESCRIPTION:

Students participate in a 30-item inventory designed to measure their attitudes toward schoolwork and their willingness to use themselves effectively. Problem solving techniques, studying effectiveness, and styles of learning are discussed.

COMPUTER SPECIFICATION:

Apple II, IIe or IIc 48K
TRS-80 Model III or IV

USER:

Jr., Sr. High School

COST:

$39.95

SOURCE:

Career Aids

PROGRAM NAME:

Effective Study Skills: A Learning Style Approach

DESCRIPTION:

This program helps determine how each student learns most effectively. The results are then used to offer instructional presentations based on individual needs. Students can maximize study efforts by capitalizing on their best learning styles.

COMPUTER SPECIFICATION:

Apple II

USER:

Interest level, grades 5-12
Reading levels, grades 2-3 (special ed) and grades 5-6

COST:

$54.95

SOURCE:

Jefferson Software

PROGRAM NAME:

Strategies for Test Taking

DESCRIPTION:

Provide your students with the help they need to prepare for tests. This program addresses various test formats: true-false, multiple choice, fill-in-the-blank, short answer and even essay tests. Develops an understanding of how to prepare for tests, following test directions and successfully taking tests.

COMPUTER SPECIFICATION:

Apple II

USER:

Interest level, grades 5-10.
Reading levels, grades 2-3 (special ed) and grades 5-6.

COST:

$54.95

SOURCE:

Jefferson Software

PROGRAM NAME:

Skills for Successful Test Taking

DESCRIPTION:

Prepare your students for achievement tests and entrance exams with this instructional program. The pre-test based on standard test items determines which instructional segments and what information the program presents. The optional printout following the pre and post-test describes student performance in areas of test-taking and makes suggestions for improvement.

COMPUTER SPECIFICATION:

Apple II

USER:

Interest level, grade 7 - adult.
Reading level, grades 4-5.

COST:

$54.95

SOURCE:

Jefferson Software

PROGRAM NAME:

Following Written Directions

DESCRIPTION:

Help your students develop a vital life-long skill with this innovative teaching aid. They'll learn the importance of following directions by reading, analyzing and organizing information. A challenging exercise provides practice in following directions.

COMPUTER SPECIFICATION:

Apple II

USER:

Interest level, grades 5-12.
Reading levels, 2-3 (special ed) and grades 5-6.

COST:

$54.95

SOURCE:

Jefferson Software

PROGRAM NAME:

Remember

DESCRIPTION:

REMEMBER! manipulates any data you wish to memorize, from vocabulary words to chemistry formulas. You enter the data you wish to memorize only once and the computer can present the lesson in a variety of formats. This program also provides you with tools that help you make associations between things that you are trying to memorize. This increases ease of storage and retrieval memory processes. A unique and powerful software tool for helping students with a variety of courses or with standardized test preparation.

COMPUTER SPECIFICATION:

Apple, IBM-PC, Commodore 64

USER:

Secondary Schools, College

COST:

$79.95

SOURCE:

Jefferson Software

PROGRAM NAME:

NASSP SAT MATH/SAT VERBAL

DESCRIPTION:

This is a program designed to improve college admission test scores.

Special features:

Provide effective plan for test preparation
Build student self-confidence
Adapt to school schedules and teacher timetables
Motivate students to acquire necessary basic skills
Simulate the levels of difficulty found in SATS

COMPTER SPECIFICATION:

Apple (48K)
Commodore 64. Models III & IV, TRS 80

USER:

High School Teachers

COST:

Verbal Series - $95.00
Math Series - $ 110.00

SOURCE:

National Association of Secondary School Principals

PROGRAM NAME:

Career Information Center - 3rd Edition

DESCRIPTION:

Twelve Volumes and Master Index -
The volumes contain over 600 occupational profiles in which nearly 3000 jobs are discussed. Each profile describes work characteristics, job entry, education and training requirements, advancement possibilities and employment outlook, earnings, and benefits.

Each volume has a section called "Getting into...," which contains useful information on entering the particular field. It offers self-evaluation and decision-making help; and it relates possible job choices to individual interests, abilities and work characteristics. There is also practical information on job hunting, on how to use classified ads, on how to prepare resumes and on how to handle interviews. New features have been added that offer tips on job-hunting techniques such as networking, and provide helpful checklists.

The volumes are:

Vol. 1 - Administration, Business, and Office
Vol. 2 - Agribusiness, Environment, and Natural Resources
Vol. 3 - Communications and the Arts
Vol. 4 - Construction
Vol. 5 - Consumer, Homemaking, and Personal Services
Vol. 6 - Engineering, Science, and Technology
Vol. 7 - Health
Vol. 8 - Hospitality and Recreation
Vol. 9 - Manufacturing
Vol.10 - Marketing and Distribution
Vol.11 - Public and Community Services
Vol.12 - Transportation
PLUS A separate, comprehensive, master index

USER:

Secondary and Adult level

COST:

$185.00

SOURCE:

Glencoe Publishing Co., Macmillan Library Services
Telemarketing Dept. - 866 Third Avenue - New York, NY 10022
1-800-223-1244

PROGRAM NAME:

Looking at Careers books
(29 books)

Your Career In -
- Court Administration
- The Foreign Service
- The International Field
- Law Enforcement
- Local, State and Federal Government
- The Military
- Teaching
- Allied Dental Professions
- Drug Industry and Pharmacy
- Health Care
- Medical Technology
- Physician
- Hotel Management
- Gravel
- Waiter or Waitress
- Construction
- Energy-Related Occupations
- Engineering
- Advertising
- The Fashion Industry
- Interior Design
- Music
- Public Relations
- Radio and TV Broadcasting
- Theater, Radio, TV or Film making
- Banking
- Office Occupations
- Sales and Selling
- The Business World

DESCRIPTION:

(Previously titled ARCO Career Guidance Series)
These books provide a "first look" at many exciting career fields written in easy-to-read style, they illustrate the importance and scope of each career field. Each book explores the variety of jobs that field offers, the special character and flavor of the work in a typical day on the job, and the responsibilities and rewards that go with it.

USER:

Junior and Senior High Students

COST:

Hardbound - $199.95; Softbound - $129.95

SOURCE:

VGM Career Books - Division of Natl Textbook Company

MATERIAL NAME:

Cluster Packets

DESCRIPTION:

In these packets, occupations are grouped into the fifteen areas recognized by the U.S. government. Students will easily find out which occupations are related to their own career interests. Each cluster packet contains a selection of minibriefs (mini briefs are 8½" x 11" cards which help answer students' most often asked career questions including: school subjects that pertain to the particular career, education needed, occupational future, salary range, etc.). Also included are a pre-post test, activities, career ladder, and survey and mock interview worksheets.

Teacher's Guide, Duplicator Masters

Agri-Business/Natural Resources (64 mini-briefs)	$65.95
*Business/Office (71 mini-briefs)	71.95
Communications/Media (50 mini-briefs)	57.95
*Construction(47 mini-briefs)	53.95
Consumer/Homemaking(33 mini-briefs)	43.95
Environment(35 mini-briefs)	47.95
Fine Arts/Humanities(35 mini-briefs)	45.95
*Health(71 mini-briefs)	73.95
Hospitality/Recreation(32 mini-briefs)	44.95
Manufacturing(108 mini-briefs)	105.95
Marine(25 mini-briefs)	40.95
*Marketing/Distribution(88 mini-briefs)	83.95
Personal Service(72 mini-briefs)	71.95
Public Service(72 mini-briefs)	69.95
Transportation	48.95

*PURCHASED FOR CAREER CENTER

USER: Jr, Sr High School

SOURCE: Career Aids, Inc.

Another "BEST SELLER" From

STUDY SKILLS: WHO NEEDS THEM?
Levels 7 - 12

BICEP's career education program now offers a new curriculum. Focusing on the teaching of study skills and career/life skills, this 400 page resource provides teachers and counselors with a ready-to-use resource for both middle school/junior high and high school students. Personal assessment, motivation, homework, oral communication, listening skills, organizing information, note taking, research, and viewing skills are included in a series of Instructional Activities that can be easily integrated into the existing curriculum.

Every middle school and secondary educator as well as counselors, career education coordinators, and special needs instructors needs this book. Now available from BICEP for $25.00 plus 10% for shipping and handling.

STUDY SKILLS: WHO NEEDS THEM?
Levels K - 6

BICEP's career education program now offers a new elementary curriculum guide. Focusing on the teaching of study skills and career/life skills, this 385 page resource also provides teachers and counselors with a ready-to-use resource that integrates career awareness goals into the academic program through the teaching of study skills. Using the format of all other BICEP publications, topics such as motivation, oral communication, listening, organizing information, note taking, research, and viewing skills are introduced to the elementary student.

Both study skills/career education curriculum documents were developed in conjunction with educators from the North Olmsted, Ohio City Schools and their comprehensive career education program.

Now available from BICEP for $25.00 plus 10% for shipping and handling.

For more information about BICEP and its publications, contact:

BICEP, Barnstable Public Schools
Career Education Resource Center
744 West Main Street
Hyannis, Massachusetts 02601
617-771-1721
Patricia L. Duffy, BICEP Director

NAME:_____ SCHOOL/PROGRAM:_____

ADDRESS:_____ TELEPHONE:_____

_____ ZIP:_____

Counselors are spokespersons for learning, career development, personal evaluation, and growth. Growth implies change; and in this age of technology, change is coming in the form of the computer. In order to keep counselors, administrators, and guidance personnel informed of the latest software available in the their fields, the Santa Clara County Office of Education announces the publication of the 1986 edition of the

GUIDANCE AND COUNSELING DIRECTORY OF MICROCOMPUTER SOFTWARE

The three volume set contains the very latest in guidance and administrative software. Over 250 programs in the areas of Jobs/College, Personal Counseling, and Administrative Systems/Programs are covered. Programs are described, the necessary hardware is listed, development date, cost, and intended users are mentioned, and ordering information is given.

Volume I - **The Job/College Directory** covers the areas of career/job exploration, job search, job success skills, college entrance exams and helps, and college financial aid. Contains invaluable material to use with both career/minded and college/minded students. COST: $9.00 + tax

Examples of programs included are:

#Peterson's Career Planning Service
#Job Search
#Exploring Your Future
#Living With Your Paycheck
#College Search
#Preparing for the SAT
#Financial Aid Scan
#Preparing for the Aptitude Tests

Volume II - **The Counseling Directory** covers personal programs such as self understanding, stress management, self management skills, and mental and physical health. Describes many new and innovative approaches for counselors. COST: $7.00 + tax

Examples of programs included are:

#If You Drink
#Eating Disorder Inventory
#Motivation: Go For It
#Stress Management
#Decision Making and Problem Solving
#Blueprint for Decision Making

Volume III **The Administrative Systems/Programs Directory** covers systems/programs that deal with scheduling, transcripts, attendance, reporting, grading, and finances. A must for schools that are "going computer." COST: $7.00 + tax

Examples of programs included are:

#Counselor Genie
#Gradebook Plus
#Student Management System
#Attendance Manager
#Academic Progress Report
#Computerized Transcripts

Total Package Price: $23.00 + tax. Save $3.00 by ordering all three volumes at once.
Discounted Three Volume Price: $20.00 + tax.

Santa Clara County Office of Education
Thomas L. Goodsean, Superintendent

PROGRAM NAME:

Paving the Way (Video)

DESCRIPTION:

Video shows parents how to plan ahead for their children's college education. It is especially suited for parents with children in the junior high and middle school years. It helps them focus their efforts on their children's educational goals and helps them understand the need for advance planning - financial and scholastic.

Five animated characters - parent, school counselor, college financial and administrator, college admissions officer and recent college graduate - answer questions at a meeting with actual parents. They tell how to get into college and how to pay for it.

SPECIFICATIONS:

Videotape - 3/4" U-Matic, 1/2" VHS, 1/2" Beta
Film - 16 mm

USER:

Parents, PTA, Counselors

COST:

$ 49.00 Video purchase; $15.00 Video rental
$118.00 Film purchase; $30.00 Film rental

SOURCE:

West Glen Films

VIDEO CASSETTE NAME:

The 4 Stages of Interviewing

DESCRIPTION:

Students learn each of the four stages of interviewing and how to be prepared to deal with the issues and questions unique to each stage. This program begins with The Worst Interview in History, a tongue-in-cheek illustration of everything that can go wrong in an interview. The video goes on to cover the Reception, Interrogation, Your-Turn, and Leave-Taking stages in clear, understandable terms. "Do's" and "Don'ts" are covered for each stage and tips are given on how to conduct yourself. This video presents clear explanations on how to anticipate and deal with likely questions. The program also covers follow-up actions to take after the interview is complete.

USER:

Secondary Students

COST:

VHS $98.00
BETA $98.00
3/4 inch $130.00

SOURCE:

Jefferson Software

Microcomputer Educational Programs
157 S. Kalamazoo Mall, Suite 250
Kalamazoo, MI 49007
1-800-421-4157

Career Aids
20417 Nordhoff St., Dept. MG
Chatsworth, CA 91311

Educational Associates, Inc.
8 Crab Orchard Rd.
P. O. BOx Y
Frankfort, KY 40602
1-800-626-2950

Jefferson Software
#2 Players Club Dr.
Charleston, West VA 25311
1-800-468-4227

BICEP, Barnstable Public Schools
Career Education Resource Center
744 W. Main Street
Hyannis, Massachasetts 02601
1-617-771-1721

Counseling Technologies
P. O. Box 449
Springfield, VA 22153

VGM Career Books
Div. of Nat'l Textbook Co.
Lincolnwood, Il. 60646-1975
1-800-323-4900

West Glen Films
1430 Broadway
New York, NY 10018
1-(212) 921-0966

National Association of Secondary School Principals
P. O. Box 3250
Reston, VA 22090
1-(703) 860-0200

BUDGET SUMMARY

	Budget Request fro State	Expenditures to Date	Local Contribution
Salaries	$ 000.00	$ 9797.04	$ 9797.04
Project Director			
On-site Director			
Career Assistant			
Subtotal	000.00	9797.04	9797.04
Contractual Services	000.00	000.00	000.00
Subtotal	000.00	000.00	000.00
Equipment and Supplies			
Equipment	000.00	3343.10	3343.10
Software and Materials Purchased	6850.00	10142.04	5607.95
Subtotal	6850.00	13485.14	8951.05
Travel	150.00	141.78	000.00
Subtotal	150.00	141.78	000.00
Other Related Expenses	000.00	000.00	000.00
Subtotal	000.00	000.00	000.00
TOTAL	$ 7000.00	$ 23423.96	$ 18748.09

Submit 2 copies of request
(1 ORIGINAL)
(1 copy)

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL AND ADULT EDUCATION

REQUISITION FOR REIMBURSEMENT
VOCATIONAL EDUCATION CONTRACT/GRANT

___ Semi-Annual
___ Quarterly
___ Monthly

(See instructions on reserve side)

From July 1 to Jan 31, 1987
(Period covered by report)

Agency Name/Address Roanoke County Schools - 526 South College Ave - Salem, VA 24153

Project Number VA-87-1-II3-GC-001E Project Title Improving Vocational Guidance and Counseling for Middle School Students by Establishing a Regional Middle School Resource Center for Southwest Virginia

Budget Classification	A. Total Direct Expenditures	B. Local Expenditures	C. Federal Funds Requested	D. Approved (State Use)
I. Salaries (attach form Q.F. 012-A)	4898.52	4898.52	000.00	
II. Contractual Services	000.00	000.00	000.00	
III. Equipment & Supplies	12,239.21	8951.05	3288.16	
IV. Travel	000.00	000.00	000.00	
V. Other Related Expenses	000.00	000.00	000.00	
VI. Indirect Costs	000.00	000.00	000.00	
VII. TOTALS	17,137.73	13,849.57	3288.16	

This is to certify that the amounts listed above have been paid as expenditures authorized for this project and that documents are attached to substantiate payments for which reimbursements are claimed. It is further certified that none of the above amounts are claimed as reimbursement from any other state and/or federal funds.

Project Director — 2/12/87 Date — Fiscal Officer — 2/12/87 Date

STATE USE ONLY

Reimbursement Approved $_____ State Plan No. _____ Improvement
Funding: P.L. 98-524 Project Code _____ - _____
Type

Date — Dewey T. Oakley — Administrative Director of Vocational and Adult Education

Date — Foster B. Miles, Jr. — Supervisor Vocational Planning and Operations

Form O.F. 012 9/86
Submit 2 copies of request
(1 ORIGINAL)
(1 copy)

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL AND ADULT EDUCATION

REQUISITION FOR REIMBURSEMENT
VOCATIONAL EDUCATION CONTRACT/GRANT

(See instructions on reserve side)

X FINAL
X Semi-Annual
___ Quarterly
___ Monthly

From Febl, 1987 to May 15, 1987
(Period covered by report)

Agency Name/Address Roanoke County Schools - 526 South College Ave - Salem, VA 24153

Project Number VA-87-1-II3-GC-001E Project Title Improving Vocational Guidance and Counseling for Middle School Students by Establishing a Regional Middle School Resource Center for Southwest Virginia

Budget Classification	A. Total Direct Expenditures	B. Local Expenditures	C. Federal Funds Requested	D. Approved (State Use)
I. Salaries (attach form O.F. 012-A)	4,898.52	4,898.52	000.00	
II. Contractual Services	000.00	000.00	000.00	
III. Equipment & Supplies	1,245.93	000.00	1,245.93	
IV. Travel	141.78	000.00	141.78	
V. Other Related Expenses	000.00	000.00	000.00	
VI. Indirect Costs	000.00	000.00	000.00	
VII. TOTALS	6,286.23	4,898.52	1,387.71	

This is to certify that the amounts listed above have been paid as expenditures authorized for this project and that documents are attached to substantiate payments for which reimbursements are claimed. It is further certified that none of the above amounts are claimed as reimbursement from any other state and/or federal funds.

Mary Kelly — Project Director — 5/14/87 Date

_____ Fiscal Officer — 5/14/87 Date

STATE USE ONLY

Reimbursement Approved $_____ State Plan No. _____ Improvement Type
Funding: P.L. 98-524 Project Code _____ - _____

_____ Date — _____ Dewey T. Oakley — Administrative Director of Vocational and Adult Education

_____ Date — _____ Foster B. Miles, Jr. — Supervisor Vocational Planning and Operations